

MUSEUM CURATOR

DEFINITION: Under general direction, performs administrative work of considerable difficulty in the operation and maintenance of the museum; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes, schedules, and supervises the work activities of assigned staff engaged in the curatorial activities and maintenance of the Navajo Nation Museum; supervises and assists with the planning, preparation, and construction of new exhibits and displays; investigates new methods and techniques used to prepare and present specimens, models, diagrams, and other aids for exhibit; prepares and presents oral presentations concerning the museum and related activities, facilities, and services to organizations, school groups, and the general public.

Coordinates and supervises the exchange of loan collections; obtains, develops, and organizes new collections and acquisitions to build up and improve educational and research facilities and services; provides technical assistance in seeking, soliciting, and securing outside funding for programs; assists with planning, organizing, implementing, and supervising of cultural events, science fairs, lectures, seminars, workshops, displays, exhibits, and other offerings and functions sponsored by the museum; supervises the maintenance and security of museum; provides for the maintenance and security of museum records, materials, supplies, equipment, and facilities; promotes and secures support for and interest in the museum.

Provides instructions, directions, and assistance to staff members in the maintenance of the museum; interprets rules, regulations, policies, procedures, and directives to assigned staff; identifies problem areas and recommends alternatives and modifications; plans, organizes, schedules, and conducts in-service training for staff members; may plan, schedule, coordinate, and supervise research studies and related activities; acts and serves as resource person in information and technical assistance; assists with the preparation of the budget; prepares required reports; attends meetings.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of Navajo traditions, history, folkways, morals, and culture.
Knowledge of principles and methods of a wide variety of museum exhibits.
Knowledge of scientific and historical exhibits and their tie to ancestry and culture.
Knowledge of the purpose of museums and their relation to community education.
Knowledge of the proper care of collection and artifacts.
Knowledge of supervisory methods and techniques.
Skill in understanding and appreciating the Navajo tradition.
Skill in appreciating the cultural, historic, and community benefits of museums and zoos.
Skill in preparing and defending budgetary documents.
Skill in monitoring budgetary documents.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves both sedentary work in an office environment and physical effort both indoors/outdoors.

THE NAVAJO NATION

Class Code: 3291
Natural Resources and Parks Series
Museum Group
Overtime Code: Exempt
Pay Grade: 66

MUSEUM CURATOR

MINIMUM QUALIFICATIONS: A Bachelor's degree in Anthropology, Museum Science, or related field; and five (5) years relevant experience in museum administration/curatorial activities; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.